

Enterprise Human Resources and Payroll

#30 –MASS MASK QUERY



As of 11/12/02, a new public query called HE_MASS_MASK_STATUS will be available to users. The query provides the status for each transaction processed through mass and mask actions.

This query must be generated after the mass processes have run. The following mass programs are scheduled for the first day of the pay period: PSP Length of Service, PSP Termination, PCA Stop and Leave Plan changes. Therefore each Agency should run the query each pay period to verify the results of the mass processes. The results should include those that processed successfully and those that may require additional action by the Agencies.

The query should also be run each time a user processes transactions using one of the mask capabilities. Again, using the query, the Agencies need to validate what has processed and take action on those items that did not.

This postcard will provide instructions on how to run the report and it will also advise users on what actions should be taken if an item did not process successfully.

Enterprise Human Resources and Payroll

#30 –*MASS MASK QUERY*




How will users run this query?

- Home > PeopleTools > Query Manager > Use > Query Manager
- Query Name: HE_MASS_MASK_STATUS.
- The following page appears:

HE_MASS_MASK_STATUS - Mass/Mask effected Employees

Process Name:

Effective Date: 

Processed Flag: ☐

[View Results](#)

Instance	Process Name	Process Ran On	Name	ID	Empl Rcd#	Unit	DeptID	NOA Code	NOA Ext	Processed Flag	Status
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- Enter the Process Name
- See the Process Names on the next slide.

Enterprise Human Resources and Payroll

#30 –MASS MASK QUERY



Process Name Descriptions (Mass Actions): These actions are processed by the EHRP Team.

- HE_PSP_TERM – PSP termination mass process
- HE_PCA_STOP – PCA stop mass process
- CFC_STOP – CFC Stop mass process
- HE_LVPLAN – Mass leave category changes
- HE_PSP_LOS – Length of service for PSP


Process Name Descriptions (Mask Actions): Users run these processes.

- HE_AWARDS – Cash and time-off awards process
- HLTH_MASK – Health benefits start change process

Enterprise Human Resources and Payroll

#30 –*MASS MASK QUERY*



- Enter the Effective Date of the process. (This is the date the process was run.)
- Enter the process flag.
 - Enter “Y” if you want to see what has processed successfully.
 - Enter “N” if you want to see what did not process.
- Click .
- When the results are generated, review the status field.
- When the query is run with the process flag of “Y,” the results that appear are items that have processed successfully. Review the status message to assess whether further action may be needed. (see next slide)
- When the process flag of “N” is entered, some error occurred and the user may need to take action to rectify it. See the following table to determine what action should be taken based on the status message provided.

Enterprise Human Resources and Payroll

#30 –*MASS MASK QUERY*



STATUS MESSAGE	MASS/MASK PROCESSES	IMPACT	ACTION TO BE TAKEN
Review for Future Rows.	Awards Mask PSP Termination Mass PCA Stop Mass NTE – Termination Mass Realignments Mask Health Benefits Mask Leave Plan Mass	A row was not inserted because a future dated row exists and it would need to be reviewed.	Process action manually.
Review Dependent Data	Health Benefits Mask	For the Health Benefits mask, a “J. Doe” row has been inserted in the Dependent Beneficiary page for the employee.	Update dependent data so that the correct dependent name is entered.
Review Previous Processed Row	Awards Mask PSP Termination Mass PCA Stop Mass Realignments Mask CFC Mass	A duplicate row exists for the Effective Date, NOA and NOA extension so the mass or mask transaction was not processed.	Review the existing data and re-enter manually if necessary.
Review Pay Rate Determinant	Realignments Mask	The employee’s Pay Rate Determinant (or lack of) prevents a row from being added. The mass or mask process could not automatically update the employee’s record.	Validate the Pay Rate Determinant and update if necessary. Enter action manually.

Questions? Contact your Agency Liaison or the PSC Help PoC Team.

Enterprise Human Resources and Payroll

#30 –*MASS MASK QUERY*



STATUS MESSAGE	MASS/MASK PROCESSES	IMPACT	ACTION TO BE TAKEN
Review Blank Hire Date	Performance Rating Mass	The employee is missing a hire date. If the hire date is blank, then the mass process can not update the performance rating.	Enter the hire date. Enter the action manually.
Review Benefit Plan	Leave Plan Mass	If the leave plan is null or blank, then the leave plan mass can not update the leave plan category. Action may need to be taken by the user.	Validate the leave plan and enter action manually if necessary
Review Multiple Appointments	NTE Termination Mass	If an employee has multiple appointments, the NTE termination process will not insert the termination. The user will need to process this one manually.	Process the action manually.
Review Service Date	Leave Plan Mass	If the leave SCD date is blank, the leave plan mass is unable to calculate when the leave plan change should occur. User will need to take action and process the leave plan change manually.	Process the action manually.

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